

**HOUSING PRESERVATION GRANT (HPG) PROGRAM
PREAPPLICATION SUBMISSION CHECKLIST**

Applicant: _____

Project: _____

Refer to RD Instruction 1944-N, 1944.676 for a more complete description of items required when filing a pre-application.

Item No. *	Document Description	Form No.	Responsible Party	Date and Initial when Received
1	Application for Federal Assistance	SF 424	Applicant	
2	DUNS Number		Applicant	
3	Statement of Activities		Applicant	
3 (a)	Type of/Conditions for Housing Preservation*			
3 (b)	Recipient Selection/Performance/ Inspections*			
3 (c)	Environmental Impacts*	Exh. F-2		
3 (d)	Development Standards*			
3 (e)	Time Schedule*			
3 (f)	Staffing Requirements*			
3 (g)	Number of Recipients*			
3 (h)	Service Area*			
3 (I)	Estimated Annual Budget*			
3 (j)	Accounting System*			
3 (k)	Evaluation Program/Reports*			
3 (l)	Other Funds (Source/Amount)*			
3(m)	Use of Program Income/Tracking System*			
3 (n)	Disposition of Security Instruments*			
3 (o)	Other Information*			
3 (p)	Outreach Efforts*			
4	Applicant's Experience/Capacity		Applicant	
5	Evidence of Legal Existence/ Attorney's Letter of Opinion		Applicant/Attorney	
6	Financial Statements/Audited and Current		Applicant	
7	Affirmative Fair Housing Marketing Plan**	HUD 935.2	Applicant	

8	Narrative Statement about Service Area/ Need/Method of Evaluation		Applicant	
11	Request for Environmental Information	1940-20	Applicant	
14	Historic Preservation Program		Applicant/SHPO	
15	Identifying Properties in Floodplain		Applicant	
16	Consultation with Local Government		Applicant/ Government Leaders	
17	Public Notice/Comments Affidavit of Publication		Applicant/ Newspaper	
18	USDA Survey on Ensuring Equal Opportunity for Applicants		Applicant	
19	Equal Opportunity Agreement	400-1	Applicant	
20	Assurance Agreement	400-4	Applicant	
21	Certification Regarding Debarment, Suspension, and Other Responsibility Matters	AD-1047	Applicant	
22	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	AD-1048	Applicant	
23	Certification Regarding Drug-Free Workplace Requirements (Grants)	AD-1049	Applicant	

*** To be included in the Statement of Activities.**

**** Applies to Multi-Family Housing Only**

Include this Checklist as the top item when submitting your HPG Pre-application

Please send the complete package to:

**USDA Rural Development
Multi-Family Housing
P.O. Box 850
900 Technology Blvd STE B
Bozeman, MT 59771**